



APPROVED

**ENVIRONMENTAL QUALITY ADVISORY BOARD
CITY OF SCOTTSDALE
7447 E. INDIAN SCHOOL ROAD, SUITE 125
SCOTTSDALE, ARIZONA
WEDNESDAY, OCTOBER 26, 2005**

REGULAR MEETING MINUTES

PRESENT: Daniel Basinger, Chairman
Don Manthe, Vice-Chairman (departed at 7:44 p.m.)
Randy Nussbaum, Board Member (departed at 7:36 p.m.)
Brian Munson, Board Member
Michele Cohen, Board Member (telephonic)
Jay Spector, Board Member (departed at 7:36 p.m.)
Ron Hand, Board Member

STAFF PRESENT: Larry Person
Chuck Skidmore (arrived at 5:44 p.m.)
Michael Authement
Donna Bronski
Don Penfield
Dan Worth

PUBLIC: Khanin Hutanuwatr, ASU Student
Dr. Jimmy Leung, Board Member effective November 1
Belle Starr
Andrea Tintle

1 CALL TO ORDER

The regular meeting of the Environmental Quality Advisory Board was called to order by Chairman Basinger at 5:21p.m.

2 AWARD/RECOGNITION PRESENTATIONS

Chairman Basinger announced that members of the Board and the Green Building Committee were recognized by the Frances Young Awards. Four Green Building Committee members won merit awards and one member, Ms. Eales, won a Frances Young Community Hero award. Merit award recipients from the Green Building Committee were: Chair Cohen, Vice-Chair Hand, Mr. Edwards and Chairman Basinger. Recipients from EQAB were: Board Member Hand, Board Member Nussbaum and Chairman Basinger. Chairman Basinger congratulated the recipients, noting that this represents an outstanding number of people recognized for environmental affairs. It is the first time that a City group has received so much recognition.

Chairman Basinger thanked Board Member Nussbaum for his years of service which have been an inspiration to the Board. He has provided leadership and everyone appreciates his work. Chairman Basinger read the resolution as follows:

"Resolution of the Environmental Quality Advisory Board.

"A resolution of the City of Scottsdale Citizens Environmental Quality Advisory Board thanking Board Member Randy Nussbaum for six years of service.

"Whereas the City of Scottsdale Citizens Environmental Quality Advisory Board finds that Randy Nussbaum has provided exemplary leadership for the EnviroKidsFest events during the past three years;

"And whereas the City of Scottsdale Citizens Environmental Quality Advisory Board believes that the Board's effectiveness in addressing environmental issues of concern to the community have been enhanced during the past six years as a result of Board Member Nussbaum's contributions;

"And whereas the City of Scottsdale Citizens Environmental Quality Advisory Board wishes to recognize Board Member Randy Nussbaum's commitment to protecting and preserving the environment in Scottsdale, his keen interest in communicating environmental issues to youth, his high level of involvement in the Board's deliberation and activities on a wide range of environmental issues;

"Now be it therefore resolved by the City of Scottsdale Citizens Environmental Quality Advisory Board as follows:

"That the Environmental Quality Advisory Board thanks Randy Nussbaum for his six years of service to the Board;

"That the Environmental Quality Advisory Board urges Randy Nussbaum to continue his commitment to volunteer and champion environmental issues of interest to the citizens of Scottsdale.

"Passed and adopted by the City of Scottsdale Citizens Environmental Quality Advisory Board this 26th day of October, 2005."

Chairman Basinger presented Board Member Nussbaum with a commemorative plaque and an EnviroKidsFest T-shirt. The meeting applauded.

Extending heartfelt thanks, Board Member Nussbaum commended the Board for its efforts. He remarked that every single member is actively involved and absolutely committed to the task assigned to them. Every board member should be proud. It is humbling to be on a board where others are so committed. He thanked Mr. Person and stated that the Environmental Quality Advisory Board is blessed to have him as their staff person.

Board Member Nussbaum further stated that Chairman Basinger has done more, in his opinion, than any other leader in the City of Scottsdale. He is directly or indirectly responsible for all of the Board's accomplishments. When others were ready to compromise on Green Building, Chairman Basinger almost single-handedly strong-armed the City into adopting one of the most aggressive Green Building programs in the country. Board Member Nussbaum wanted to publicly recognize Chairman Basinger's contributions and expressed the hope that Chairman Basinger will remain active on the Board for the City.

Belle Starr, Board Member Nussbaum's sister addressed the Board. She highlighted that Board Member Nussbaum had helped her network with the Environmental Quality Advisory Board to bring the Sun Festival, organized by she and her partner, to Scottsdale. She thanked Board Member Nussbaum for his work.

3 **ROLL CALL AND APPROVAL OF 8/17/05 AND 9/21/05 MEETING MINUTES**

A formal roll call confirmed the members present as stated above. Mr. Person noted the presence of a quorum.

Chairman Basinger recognized the guests and City staff present and noted the attendance of Dr. Jimmy Leung, the newest Board member,

whose term officially begins on November 1, 2005. He congratulated Dr. Leung on his appointment.

Chairman Basinger congratulated Board Member Cohen on her reappointment to the Board.

Minutes of 08/17/05 Meeting

VICE-CHAIRMAN MANTHE MOVED THE APPROVAL OF THE MINUTES OF THE AUGUST 17, 2005 MEETING. BOARD MEMBER SPECTOR SECONDED THE MOTION WHICH CARRIED BY A VOTE OF 6 (SIX) TO 0 (ZERO). BOARD MEMBER MUNSON ABSTAINED, COMMENTING THAT HE WAS NOT IN ATTENDANCE AT THE MEETING.

Minutes of 9/21/05 Meeting

VICE-CHAIRMAN MANTHE MOVED THE APPROVAL OF THE MINUTES OF THE SEPTEMBER 21, 2005 MEETING. THE MOTION WAS SECONDED BY BOARD MEMBER MUNSON AND CARRIED BY A VOTE OF 6 (SIX) TO 0 (ZERO). BOARD MEMBER HAND ABSTAINED AS HE DID NOT ATTEND THE MEETING.

4. OLD BUSINESS

City Parks Recycling Update

Board Member Spector reported that the results of the pilot project have been very disappointing over the last several weeks, with contamination level in at approximately 50 percent. Last week someone had placed large landscaping rocks into the bins. Board Member Spector further reported that the pilot recycling project is being suspended, until better procedures can be implemented.

Chairman Basinger remarked that they had made a valiant effort. Board Member Spector noted that the pilot ran for seven months at the park. Both Parks and Solid Waste Department staff expended phenomenal efforts, particularly Ms. Myles, who hand-sorted the bin contents and weighed buckets of liquid found in bottles and cans every week. Mr. Person was instrumental in obtaining additional signage and his help was greatly appreciated. Discussion ensued regarding the challenges the project had faced. Chairman Basinger said there was nothing more that the Committee could do.

LEED Gold Policy Update

Mr. Worth presented an update, noting that two members of Capital Project Management staff have been certified as LEED-accredited professionals, Ms. Song and himself. The Department hopes to have two more project managers accredited over the next three months.

Mr. Worth reported that there are currently four or five projects registered for LEED certification. Ms. Song is the project manager of the Arabian Library, which is at 90 percent design. Plan review staff are currently reviewing the plans. The library is on track for a Silver level certification.

Granite Reef Senior Center is well along in construction and is believed to be solidly on track for Gold level certification. Staff will be working to submit documentation for the LEED credits on that project over the next couple of months.

The Forensics Lab and the Police District One Operational Center have been combined and will be treated as a single project going forward. Staff believe they have a chance to obtain LEED Gold certification on the project.

The fourth project is the new downtown fire station. A consultant company with some LEED experience that specializes in designing fire stations began design work on the project in September.

Finally, the WestWorld Exhibit Hall was registered as a LEED project, although that has since been superseded by a plan to build a multi-use facility in the future and will not be built.

In reply to a question from Chairman Basinger, Mr. Penfield stated that his department is not looking at LEED accreditation for their project managers at the current time. Mr. Worth pointed out that they are pursuing some LEED credits on some projects that will require Facilities Maintenance help to achieve. Mr. Penfield reported that he and his staff sit in on the design team meetings and have contributed ideas.

Chairman Basinger remarked that since LEED policy has been adopted by the City, training would assist staff in their work and pointed out that now is the time in the budgeting process to request extra training.

Board Member Nussbaum commented that he sat in on a meeting about the extensive renovations planned for the Scottsdale Center for the Performing Arts and inquired as to the level of certification that is hoped to be achieved on that project. Mr. Worth indicated that the scope of

renovations is still under discussion and there are a couple of options; however, the intent is to set an aggressive target.

Board Member Spector asked what cost increases are being seen on LEED projects, and what the present payback period is estimated to be. Mr. Worth replied that the cost differential is a thorny issue and it is difficult to establish the baseline for comparison. He further stated that some environmentally friendly choices have no impact on the operating or energy costs of the building, which thus, will have no payback period.

Board Member Spector asked if the City has realized any economies of scale on purchasing for a multitude of projects. Mr. Worth said they do not really have the opportunity to purchase for multiple projects to achieve any economies of scale. Some efficiencies, however, are being achieved in design, where they are able to take ideas from one consultant and consider applying them to other projects.

5. **NEW BUSINESS**

Open Meeting Law Briefing

Ms. Bronski addressed the meeting regarding Open Meeting Law and distributed information documents. She noted that the Arizona Attorney General has new opinions regarding the use of e-mail. Highlights of the presentation included an overview of the Open Meeting Law, the policy set forth by the Legislature, clarification defining a public meeting, basic provisions of the Open Meeting Law, and additional considerations regarding email communications.

Ms. Bronski addressed the importance of making proper minutes. Either written minutes or an audio recording must be available to the public. She clarified that minutes do not have to be verbatim. State law requires that the board members must be listed as present or absent. The name of anyone who proposes any legal action has to be in the minutes, along with the substance of what they discussed. The name of anyone who addresses the meeting and the substance of what they said should be noted in the minutes. If there was a vote taken or a motion made, these should be recorded accurately.

Ms. Bronski informed that a quorum of the Board being present in one location is not a violation of the Open Meeting Law as long as no official business is discussed. Chairman Basinger asked how they should handle events where a quorum of Board members is likely to be present. Ms. Bronski noted that notice can be placed on the City event calendar. An agenda could be posted, which, she suggested, would likely be a better

practice. Ms. Bronski instructed that the wording needs to convey that: "A quorum may be in attendance and no official business will occur."

Ms. Bronski presented additional examples. She explained that serial discussions, by phone or e-mail, violate the Open Meeting Law. The same concepts apply to e-mail communications.

Ms. Bronski cautioned that the substantive difference about e-mail is the ease with which it can be forwarded and replied to. The basic rule is that Board members cannot discuss public business between a quorum unless due notice has been properly given. With e-mail it is easy to use the "reply to all" feature instead of just replying to the sender of the correspondence. E-mail has become a popular, natural way to communicate. It is easy to forget the special precautions that apply to public business.

Chairman Basinger asked about working on documents to be presented to the full Board at a future meeting. Ms. Bronski recalled that in the past a draft document would be in the members' packets for discussion at a meeting. Staff would produce a final version of the document after the meeting and at the following meeting the board would vote on it. She opined that this is still the safest way to handle the situation, noting, however, that it is not practical in today's environment.

Ms. Bronski suggested options for handling these types of situations. One is to appoint a sub-committee. Sub-committee meetings have to be noticed. One member could be appointed to write a draft which would be voted on at the next meeting. Or there could be a meeting to discuss the document and then the Board could authorize one member to finalize it and send it out on behalf of the Board. This works well if time is of the essence.

Board Member Cohen asked if a sub-committee could have just two members. Ms. Bronski said that it could; however, their meeting would still need to be noticed and they would have to meet in a location to which the public has access. If they conferred via e-mail, they would then have to make all e-mails available to the public.

In reply to a question from Vice-Chairman Manthe, Ms. Bronski clarified that a sub-committee is a public body and the rules that apply to the Board apply to sub-committees as well. .

Mr. Skidmore asked what rules apply if one board member is working with community volunteers. Ms. Bronski identified that such does not constitute a subcommittee under the Open Meeting Law. Chairman Basinger clarified that the Green Building Sub-Committee is completely

noticed, as is the Energy Sub-Committee. Mr. Skidmore expressed concern about a lengthy document that the Energy Sub-Committee is tasked to produce and opined that it is not possible to produce several hundred pages without using e-mail communication. Ms. Bronski suggested that she and Mr. Skidmore have further discussions to determine the best way to handle the situation.

Mr. Person queried the scenario of a Board Member sending material to the other Board members such as clipped articles regarding what other cities are doing, noting that the matter could conceivably come before the Board in future. Ms. Bronski stated that the Attorney General suggests adding the following caveat to all e-mails: "To ensure compliance with the Open Meeting Law, recipients of this message should not forward it to other Board members, and Board members should not reply to this message." If one is just sending a newspaper article, and this warning is included and no Board members reply, the law is not broken.

Ms. Bronski further stated that it would be fine for a board member to send a suggestion of a topic for discussion at a future meeting. However, her recommendation is that suggestions for agenda items should be made at an open meeting, sent to Mr. Person or the Chair, without copying to other board members.

Chairman Basinger noted the option of blind copying other members so that they cannot inadvertently hit "reply" and violate the Open Meeting Law. Ms. Bronski agreed that is a technological fix but that adding the warning message is worth considering. It could be incorporated as part of one's signature. She advised staff that the Attorney General is recommending slightly different language for staff to use, which is contained in the opinion distributed to the meeting.

Ms. Bronski further cautioned the Board that e-mails can also be part of the public record. Anything in an e-mail could be on the front page of the newspaper. Discretion is strongly advised.

Chairman Basinger commented that this was placing a high burden on Board members. Perhaps the City might consider providing e-mail addresses to be used for all City business, then the City would have access to those messages for public record purposes. Ms. Bronski clarified that private e-mails are not part of the public record.

Board Member Spector noted that is incumbent on Board members to follow the Open Meeting Law by being more selective in their use of e-mail. Discussion ensued. Board Member Cohen echoed the Chair's thoughts about providing board and committee members e-mail addresses

on a City server. Ms. Bronski agreed, but noted that the City does not yet have that as an option.

Board Member Nussbaum said that Board Members should give it their best shot, but still keep a sense of proportion. Ms. Bronski remarked that she had a duty to advise them of the worst-case scenario.

Chairman Basinger asked about records retention. Ms. Bronski said the City's records retention policy on e-mails is that they can be deleted every day. That is perfectly fine. She recommended deleting e-mails once they are no longer needed.

In closing, Ms. Bronski presented the Open Meeting Law regarding executive sessions, noting that executive sessions are the one exception to the Open Meeting Law where a public body can meet in secret. This must be for one of the specific purposes listed in the State statute. Most often this is for legal advice or acquiring property. No final decisions can be taken in executive session. It is a violation of the law to disclose to the Press any thing that occurred in executive session.

Chairman Basinger thanked Ms. Bronski for her presentation. She added that she would be happy to come back and answer any questions after Board members have read the Attorney General's opinion.

Current City efforts to reuse building materials

Chairman Basinger wondered why the City was using outside vendors to handle materials from City renovation projects rather than the Solid Waste Department.

Mr. Penfield reported that when they have a project involving demolition, such as the demolition at the stadium, staff go and salvage what material they can.

In a recent project, an oversized air conditioner installed at the airport terminal building was salvaged and staff have plans to install it in another building where it will be put to better use. He added that the plumbing staff do a great job of reusing plumbing fixtures. He described a project where an old basement storage area in the Civic Center Library was remodeled and converted to office space. Library staff did not have a use for the contents that had been stored. His staff went in and contracted with a recycling firm to remove the material and keep it out of the landfill at no cost to the City.

Chairman Basinger wanted Mr. Penfield to know that he had asked about the outside vendor because he, personally, was curious. Mr. Penfield said

he cannot speak for Solid Waste but he thinks their environmental consciousness is increasing. In the past they were not positioned to provide roll-offs and contractors would go to waste management firms to subcontract services. He opined that the whole industry is becoming more aware of the need to recycle.

Mr. Person asked if a contractor can be contractually required to return City assets removed in the course of construction. Mr. Penfield said this often happens. He added that there are some downsides to salvaging material, noting that storage space is a major obstacle. Another problem is that equipment removed from older buildings is often old technology which is not energy efficient. Some can be used to replace worn components in equipment that is still in use. Drywall, wood and even metal studs are not practical to recycle because of damage sustained during demolition.

Mr. Worth said that construction waste management is an issue with major construction projects. LEED credit is available for projects where waste is diverted from the landfill. They are aiming for these on the Senior Center and Waste Management has placed separate containers on site for wood and metal.

Mr. Worth announced that a building has now been built using 85 percent reused materials: the tent at WestWorld. The tent was purchased used from California, where it has been in use for four years. Purchasing a used tent had saved the City \$3 million.

Mr. Worth made note of routine reuse of materials on street construction projects by having contractors use asphalt millings as aggregate base core. Asphalt millings generated by the Field Operations Division as they do routine street maintenance are also collected and will be reused in a new parking lot at WestWorld. The Department is also reusing old pipes by cleaning them out and using them as conduits for communications lines.

Mr. Penfield added that facilities maintenance techs historically keep anything useful that might come in, which has resulted in a lack of storage space. Board Member Spector asked whether it would be more cost-effective to have a City storage facility to store the useful parts. Mr. Penfield said recycling or reusing the material to keep it out of the landfill is the most important principle. It is hard to budget for extra warehouse facilities because of the cost of land. Mr. Worth added that warehouse maintenance and keeping inventory are also costs to be considered. Mr. Penfield opined that a better approach would be to effectively recycle material.

Chairman Basinger said he could not express how impressed he is with the way the two departments have taken the LEED policy to heart. He congratulated them, noting that the departments will lead the City to success with LEED and with recycling. Board Member Hand reiterated the sentiment, and expressed appreciation for their support and ownership of the policy.

Mr. Person remarked that Mr. Penfield's group and Mr. Worth's group have done much more than was highlighted, elaborating that asphalt millings were used in the late 90s for dust control on unpaved roads and alleys and that Scottsdale has been ahead of its time on the environment for so long that there is a danger of taking it for granted.

Mr. Person presented a report on Solid Waste. Mr. Authement is compiling a list of local places where construction materials can be recycled or reused. The completed list will then be shared with both Capital Project Management and Facilities.

Mr. Person quoted a report by Mr. Powell of Solid Waste on the first couple of weeks at the Optima Camelback project which details impressive results. As the project progresses, the intent is to recycle everything from scrap PVC to drywall. .

Mr. Person distributed information regarding the Arizona Resource Exchange, reporting that through this organization he has found outlets for recycling Styrofoam. Scraps and crumbs of Styrofoam are accepted by UPS and Mail Boxes, Etc. Mr. Person has posted this information on the Green Building website.

Mr. Penfield noted that often projects are under time constraints that make throwing away material the only viable option. Some contractors allow third parties to come on site and salvage items, however, there are liability concerns with that. He requests demolition companies to take the materials off site to avoid this issue. Mr. Person noted that the list currently being put together has names of scavenging businesses, who would have insurance.

Chairman Basinger thanked Mr. Penfield and Mr. Worth for the presentation.

Sustainability Indicators Report Update

Mr. Person presented an update on the sustainability report, noting some proposed changes. Minor formatting changes are proposed. There are two major changes under consideration: One is to the Green Building indicator in order to reflect the City's policy. The other major change is in

the community indicators, to the survey measuring satisfaction with City services.

Mr. Authemont presented the old and new surveys, explaining that the changes will make it easier to compare Scottsdale to other communities. However, the old survey has much more historical data.

Mr. Person recalled that when the indicators report first started, a committee was formed with a representative from each of the 30 boards and commissions in the City that brainstormed on which indicators should be included. He did not feel it is appropriate for staff to rewrite indicators without citizen input. EQAB is the logical citizen board to provide input on the two major changes in the indicators.

In response to a question from Board Member Spector, Mr. Authemont addressed the graphs, which are in draft form. He stressed that the rough drafts can be easily improved.

A discussion ensued on how best to convey the information and the scope and philosophy of the surveys. Mr. Person noted that the change in surveys makes it look as though Scottsdale citizen satisfaction with services dropped significantly. However, the new survey compares Scottsdale with other cities and Scottsdale is ahead on most areas.

Vice-Chairman Manthe said he appreciated staff's work on the reports, recalling that he and Board Member Nussbaum sat on the committee that originally started the report. A key concern had been to make the report easily replicated from year to year. Mr. Authemont noted that some changes have occurred due changes in various City departments, which is inevitable. Mr. Person noted that in the future, other indicators will need to be adjusted. The new national survey is on the City website in exhaustive detail. The two summaries prepared by staff do not do justice to the report as a whole.

Mr. Person asked the Board if they think this indicator is essential information for decision makers. Board Member Spector opined that that it is, but suggested that it should be clear who the survey data is coming from. He added that comparing Scottsdale to other communities is of less interest to him.

Vice-Chairman Manthe identified three options: eliminate the survey from the report; try to normalize between the old and new datasets; start a new indicator and eliminate the historic data that does not directly compare.

In response to a question from Board Member Munson, Mr. Person confirmed that this is the only feedback from citizens on what they think

about services in Scottsdale. Chairman Basinger noted that the Mayor and Council receive the full survey results. The report is intended as a snapshot.

Board Member Cohen agreed with Vice-Chairman Manthe that the data from the new survey should be presented by itself so as not to invite comparison with the old survey results. A note in the text could explain this and refer readers to the previous edition of the report.

Board Member Hand commented that it is natural to make the transition. It is not prudent or meaningful to compare Scottsdale to other cities.

A discussion ensued regarding the direction staff should follow. Consensus of the Board directed that the lower graph will remain the same with the services that can be kept.

Mr. Person suggested adding "The overall satisfaction with City services was rated at 88 percent in the most recent survey." This addition to the narrative would dispense with the need for the top graph.

Board Member Munson suggested making use of 2003 data as well for comparison. The narrative should explain that the survey is only two years old.

Mr. Person mentioned that the new survey contains many new categories that were not previously measured. Mr. Person suggested that staff will send a list of all the new categories to the Board for selection of the categories that will be included in the report.

6. **STANDING COMMITTEE REPORTS**

Green Building

Board Member Cohen reported on the Green Building Expo, noting receipt of positive feedback from Councilmen Littlefield, Lane and Ecton. She thanked Chairman Basinger, Vice-Chairman Manthe and Board Members Nussbaum and Hand for volunteering. She expressed a special thank you to Board Member Munson and his band, The Generations, for providing entertainment.

Board Member Cohen noted that there were over 50 vendors and 30 lectures at the Expo. Forty volunteers had been coordinated for the event. It was especially encouraging that Mr. Gray, General Manager for Planning and Development attended and presented a lecture, despite the facts that he was brand-new to his position and Scottsdale.

The Green Building Sub-Committee retreat is tentatively scheduled for December 13th. Board Member Cohen hopes that Mr. Gray will serve as facilitator.

Board Member Cohen addressed Mr. Hutanuwatr, the student of environmental design and planning, noting that he is interested in writing a research paper on the Green Building Expo as a vehicle to promote sustainability. She welcomed him to work with the Board for any information he might need.

Board Member Cohen noted that the Remodeling Guidelines had been distributed at the Expo. Board Member Hand distributed copies at the meeting.

Chairman Basinger remarked that Board Member Hand deserves congratulations and credit for the multi-year effort that went into producing the Remodeling Guidelines.

Board Member Cohen announced that the next Green Building Sub-Committee meeting is on November 15th at 3:00 p.m.

Water Advisory Committee

Vice-Chairman Manthe reported that the Water Advisory Committee met on October 25th. Board Member Munson reported discussion about organizing a tour of the new Chaparral water plant. Board Members are encouraged to take a tour on the morning of November 15.

Board Member Munson noted that the Committee also discussed the new septic system brochure.

The CAP plant capacity is being expanded to 75 million gallons per day. The water reclamation portion is also being expanded. The Water Department is implementing the third tier rate structure early in November. The top 20 percent of users of each size of water meter are to be targeted.

Staff addressed water audits and offered to give EQAB a presentation on the program.

Board Member Cohen requested data on the rebates so that the effectiveness of the programs can be evaluated. Board Munson undertook to ask for it.

Energy Advisory Committee

None.

7. **UPDATES AND REMINDERS**

The next Green Building lecture is on November 3 at the James Hotel.
The topic is: Alternative Wall And Roof Systems.

The next Solar lecture is on November 17: Arizona Visions, Living with the Sun.

The next Household Hazardous Waste Day is Saturday, November 5.
Chairman Basinger confirmed that only himself and one other Board member were planning to volunteer, so a quorum would not be created at this event.

The next meeting of the Environmental Quality Advisory Board is scheduled for November 16 in the usual conference room.

8. **PUBLIC COMMENT**

No members of the public wished to address the Board.

9. **ADJOURNMENT**

With no further business to discuss, the meeting adjourned at 7:55 p.m.

Respectfully submitted,
AV-Tronics, Inc.